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August 14, 1962

**MEMORANDUM FOR: General Carter, DDCI**

I suggest at your convenience that you review and reaffirm the established CIA policy of:

- (a) Reporting for the record, contact with all members of the press. This should be done at least weekly and there should be no exceptions. All press contacts should be reported.
- (b) Any member of CIA who has contact with the press, whether social or otherwise, should immediately draft and place in his file, with copy to a senior responsible CIA officer designated by you, a memorandum covering the subjects discussed. If there were no classified, government or government personnel matters discussed, then the memorandum should indicate the discussion was purely social.

I know this procedure has been in effect in CIA for a number of years. The purpose of this memorandum is to propose that you review the subject at this time to be sure that instructions are being carried out in every instance.

John A. McCone  
Director

FOR THE RECORD: *h.e.*

Original of the attached noted by General Carter on 14 August and forwarded to Executive Director with note saying, "Let's get together with the Regs -- check them over, and see if we need an Exec. Memo, then follow up."

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